

CODE: 1841
FLSA: N
GRADE: 13

CITY OF FOLEY
JOB DESCRIPTION, OCTOBER 2012

JOB TITLE: MECHANIC
MAINTENANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, troubleshoots minor and major mechanical devices and automobiles. Repairs and performs routine maintenance on all City vehicles and equipment. Works on both gas and diesel engines, changes tires and performs electrical troubleshooting and repairs. Welds and fabricates various equipment in and outside of the shop. Performs HVAC related duties. Interacts with sales reps as well as other shops to diagnose and repair problems. Cleans and maintains shop, tools and equipment. Reports to the Shop Foreman.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Services, maintains and repairs all City departmental vehicles and equipment.

Provides maintenance for trailers.

Cleans and organizes tools and supplies.

Uses computerized diagnostic tools to assist in repairs to vehicles and equipment.

Interacts with sales representatives and parts suppliers.

Works on various small engines, welds, cuts, and fabricates, etc.

Balances Tires and changes tires as needed.

Maintains shop and tools.

Utilizes a variety of machinery and equipment to include Stihl Trimmers, weed eaters and clippers.

Utilizes a variety of materials and/or supplies such as herbicides, insecticides, fungicides, baskets, pots and trays.

Interacts and communicates with a wide variety of groups and individuals to include Police Department, Fire Department, Sanitation Department, Street Department, and other City departments.

Utilizes a variety of machinery and equipment to include a variety of vehicles.

Utilizes a variety of tools and/or sets of tools to include hand tools, air tools, scan tools, cutting torches and welders.

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ADDITIONAL JOB FUNCTIONS

Fills in for the Shop Foreman when necessary.

Prepares purchase orders, obtains quotes and shops for the best prices on parts and supplies.

Discusses problems and repairs needed with department heads.

Performs wiring technician duties.

Performs HVAC work on automobiles.

Performs other duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma with a minimum of two to three years of experience in vehicle maintenance or related field, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must have a valid driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of tools, machines and equipment. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, stoop, reaching, crouching, kneeling, crawl or otherwise move objects. Work involves walking or standing for periods of time. Must be able to lift/carry weights of sixty to eighty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information, includes the receiving of information and instruction from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare required records and reports using the proper format punctuation, spelling, and grammar, using all parts of speech.

Intelligence: Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with co-workers and the general public.

Numeric Aptitude: Requires the ability to perform arithmetic such as fractions, decimals, ratios, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

MECHANIC

Motor Coordination: Requires the ability to make extremely precise movements with fingers, hands and arms e.g. welding, machining, drafting, calibrating, repairing, overhauling, setting up, etc.

Manual Dexterity: Requires the ability to handle a variety of items, equipment, tools, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to match specific shades, pitch, shapes, flavors, e.g., wiring, mechanicing, machining, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.